

## **DEPUTY CHIEF OF POLICE**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police may perform the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; assists in the preparation of the departmental operating budget; and oversees the maintenance of departmental records and reports. The employee of this class performs assigned duties with a high degree of independence, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on assigned shift and sets goals and objectives for the department. Performs the duties of the Police Chief in the absence of the chief. Determines how the department should be organized, including number of operating units and distribution of such units, and participates in research and planning for programs and activities. Oversees officer deployment and plans and organizes departmental operations having to do with personnel. Interviews prospective employees and makes recommendations for hiring. Works with attorney on legal matters for the department related to personnel. Delegates authority to subordinates in order to best accomplish the goals of the organization. Holds meetings with subordinate police officers for the purpose of receiving reports or disseminating information. Supervises department employees by assigning work schedules, reviewing reports written by subordinates, and by discussing work performance with subordinates. Monitors work pace and progress of assigned jobs in order to determine if changes are required. Resolves employee grievances and maintains discipline among employees. Researches the best methods of handling specific police department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel.

Serves as official department representative at meetings of governmental or civic committees and groups and promotes a positive public image. Acts as department representative to the news media.

Answers questions for the public about operation of the police department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Reads correspondence addressed to the police department and decides what type of action should be taken in reply. Writes letters in answer to written or oral requests addressed to the police department or needed to handle problems or to address other needs of the police service.

Manages the accounting for the money and assets of the entire department. Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Authorizes expenditure of funds allocated for police department operation, purchases equipment and supplies, and ensures that purchases remain within the established budget for the department.

Provides for and ensures that accurate department records are maintained. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Compiles and analyzes data needed for reports.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Kenner Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Kenner Police Department.

Must have earned no fewer than fifteen(15) credit hours from a state accredited college or university with at least a 2.0 grade point average (GPA.) Six (6)hours of course work must have been

directly related to criminal justice or law enforcement. Course work in criminal justice or law enforcement is waived if applicant possesses, at a minimum, an associate's degree in any discipline with at least a 2.0 GPA.